

Department of Linguistics

PhD Manual

October 2019

The purpose of this document is to provide graduate students in linguistics with useful information about the program in which they are enrolled, important rules and regulations that must be followed and some suggestions and advice that facilitate progress towards graduation. This document is updated frequently; download the most recent version from the department website:

<http://ling.hawaii.edu/wp-content/uploads/PhDmanual.pdf>

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Advisor

Role of Interim Advisor

Each student is assigned an interim advisor upon entry to the program. The main role of the interim advisor is to discuss your goals and guide you into our program by recommending courses relevant to your area(s) of interest so that you earn your degree in a timely manner. If you have a problem, you should seek the advice of your advisor.

How to Change Advisor

To do this, you first consult with your prospective new advisor. If he/she agrees, you then obtain the approval of the graduate chairs and notify one of the secretaries. A memo will be given to you, to your previous advisor and to your new advisor to indicate that the change was approved. From that point on, you meet with your new advisor.

Registration Approval Form

You must meet with your advisor before registering for each semester's classes. This enables your advisor to monitor your progress and to make sure you are staying on track. The department places an academic hold on your student account prior to registration to ensure that you will meet with your advisor. You will be given a registration approval form (also called a hold form) to be completed at your advising meeting and returned to the department office. Upon receipt of this form, the department secretary will release the academic hold on your account.

All holds must be cleared before you can register for classes. To check if you have any holds on your account:

- Go to MyUH home page (<https://myuh.hawaii.edu/>).
- Select **View Holds on My Record**.
- The phone number of the office that placed the hold should be listed under the Originator box.
- Contact the office indicated for information about how to clear and remove the hold.

Courses

- Our PhD program requires 33 credit hours.
- Students with little or no background in linguistics are required to take Ling 320 (General Linguistics) *in addition to* the course requirements (see Step 1). This will be determined at the student's first advising meeting.
- All courses offered by the Department of Linguistics are one semester in duration and (with the exception of some 699 and 799 courses) involve 3 credit hours.
- Audited courses are not counted in calculating the courses needed to establish full-time status.
- Courses in the 700 range (e.g., 750, 770) are seminars, with the exception of LING 710 and 750G ICLDC Prep. Various sections of these seminars are typically offered in a given semester, depending on the interests of the faculty and students. Each semester there are normally seminars dealing with geographical areas, particular language families, the structure of individual languages, and particular theoretical problems.
- In most cases, Linguistics students must take their linguistics courses for a letter grade (except for Ling 699 and 799 courses, which are always 'credit/non-credit').

Course Exemption

There are four 400-level courses that are typically part of the MA core that students with some prior study of these areas may wish to be exempted from. These are:

Ling 410: Articulatory Phonetics

Ling 420: Morphology

Ling 421: Introduction to Phonological Analysis

Ling 422: Introduction to Grammatical Analysis

If you wish to seek exemption from any of the courses listed above, you must meet with the faculty member in charge of exemption for the course on the Monday or Tuesday of the week prior to the first day of instruction. During this meeting you must provide the instructor with the syllabus from your prior course, and be prepared to discuss course content and possibly be quizzed on course materials. The instructor will then decide to

(a) exempt you from the class, or

(b) not exempt you from the class, or

(c) require you to take an exemption exam for the course (in this case a minimum passing grade is B (not B-)), or

(d) require you to audit the entire class or a portion of the class; the instructor will inform you of requirements for a successful audit.

You must notify the Department secretary no later than August 1st (for Fall) and December 1st (for Spring). The secretary will coordinate a meeting with the faculty member in charge of the exemption.

Exemption exams, if deemed required by the instructor, are held during the week prior to the first day of instruction and are scheduled in two hour blocks. If you are required to take one or more of these exams, you must notify the Department secretary immediately after your meeting with the faculty member in charge of the exemption which exam(s) you are going to take. The secretary will schedule your exemption exam(s). All exemption exams must be completed no later than Wednesday of the first week of classes. If you are required to take the exemption exam you should attend the course until your exam has been graded and an exemption has been granted.

Instructors must provide exemption documentation or exam grades to the Graduate Chair and relevant students no later than the day before the last day to add classes. You may take any given exemption exam only once. Should you not pass an exam, you must take the relevant course at the first availability, i.e., the same semester if the course is offered (if not, the following semester).

If you intend to seek exemption(s), you must make every effort to do so within the first year of your program.

Advising Record and Annual Student Evaluation

One tool to help you to track your progress towards your degree is your advising record. A copy of your latest record is placed in your student mailbox at the beginning of each Fall semester. Review it and inform the department office of any discrepancies so that they can be updated.

All-but-Dissertation (ABD) students will not receive a copy of their advising record because these students have already completed all requirements except for your dissertation. A copy of a PhD Advising Record can be found at the end of this document.

At the end of each academic year, the Linguistics faculty holds its annual student evaluation meeting during which the progress of every student in the department is discussed. Your advisor will be provided with copies of your current advising record and a semester report of your grades. During the meeting your advising record is updated based on the completion of courses and degree requirements during the past academic year. Note is also made of exceptionally fast or slow progress.

A student with unsatisfactory progress will be contacted by his/her advisor and/or the Grad Chair and may be put on warning of academic probation, or actually placed on probation. (See probation section for more information). The student will be required to acknowledge receipt of notification of this unsatisfactory progress by signing the Graduate Student Annual Progress Form.

Academic Probation and Warning of Probation

1. Graduate Division will place a student on academic probation at the beginning of their 7th year. See the following page for their official probation policy:
<http://manoa.hawaii.edu/graduate/content/disciplinary-actions>.

Note that according to Graduate Division: “A student may be placed on academic probation only once. A student who has already been on probation will be dismissed, if he or she again fails to meet the minimum required academic standards in any subsequent semester.”

2. A student can also be placed on ‘departmental warning of academic probation’ at the discretion of the linguistics faculty if the student is deemed to be making insufficient progress or if the student’s semester GPA is less than 3.5 in linguistics courses or other courses required for the degree.
3. ‘Departmental warning of academic probation’ is imposed for one semester. The student will be told what the conditions are for removal of this status. At the end of the ‘warning’ semester, the faculty may:
 - a. remove the academic warning if all conditions have been met,
 - b. continue the academic warning, in which case the department will again specify the conditions for its removal. In this case, the department may withhold departmental funding, since this constitutes less than acceptable progress – a condition for departmental funding.or
 - c. Recommend formal academic probation by Graduate Division.

Full-Time Status and Department Funding

Doctoral students must be registered as full-time students on the Manoa campus for a minimum of **three** semesters. Full-time status is required in order to be eligible for financial assistance from the department.

The *minimum* course load for full-time students depends in part on the type of financial support you receive from the department. Students fulfilling any one of the following requirements are considered to be full-time for visa and financial aid purposes.

- Our primary form of funding for PhD students consists of Graduate Assistantships. See financial aid policy for details. A student receiving a GAship needs to register for at least six (6) credits in the Department of Linguistics.¹ Students receiving student loans from the Financial Aid Office in addition to a Graduate Assistantship need to register for at least eight (8) credits in the Department of Linguistics to receive the full financial aid award; registering for six credits will result in a pro-rated award.
- Occasionally a PhD student will receive an Achievement Scholarship in the form of a tuition waiver. In order to be eligible for this type of financial support, you need to register for a minimum of eight (8) credits in the Department of Linguistics.¹
- ABD students need to register for only one (1) credit of LING 800 per semester to be considered full-time.
- The Department does not count LING 699 (directed reading) courses in determining your full-time status until you have completed all the course requirements for your degree.
- Audited courses are not counted in calculating the courses needed to establish full-time status.

Towards the end of each semester, the Graduate Chair will distribute a funding report form which all continuing students are required to complete and return by the stated deadline. This form asks for your funding request, eligibility for department tuition support, and other information relevant to assigning financial support for the next semester. Filling out this report is obligatory for all students, and especially important for those seeking (or expecting) financial support from the department. Meeting with your advisor is not required, but you can meet with the Graduate Chair if you need help to complete the form.

- Students taking only one credit of LING 699 are not eligible for a graduate assistant position and they are not eligible for tuition support from the department.
- Students should check with their medical insurance carriers to confirm that they do not need to be enrolled as a full-time student to receive insurance coverage.
- International students on F-1 and J-1 visas must be enrolled full-time each semester. The International Student Services Office follows Graduate Division's guidelines for full-time status. Check with Graduate Division for full-time status requirements.

¹ Exceptions may be approved by the Graduate Chair in cases where courses outside the department are an integral part of a student's program.

Leave of Absence

Unless a Leave of Absence has been approved in advance, a student who fails to maintain continuous enrollment (excluding summer session) is considered to have withdrawn from the university. If you wish to take a leave of absence, you must petition to do so through Graduate Division.

You are allowed up to one year of leave. You may take one additional year of leave for maternity or to care for an ill family member. Time on approved leave is not counted against time allowed for the completion of graduate programs. Students on approved leave do not pay tuition or fees.

Students who must maintain full-time enrollment due to their status as international students, guaranteed loan recipients, East-West Center grantees, or veterans need to obtain approval from the appropriate office(s) before requesting approval from the department's Graduate Chair. Once all signatures have been collected, the department office will deliver the Petition for Leave of Absence form to the Graduate Records Office for final approval.

A Petition for Leave of Absence form can be downloaded from Graduate Division's website at <http://manoa.hawaii.edu/graduate/sites/manoa.hawaii.edu/graduate/files/documents/forms/leave.pdf>.

Abstract/Manuscript Submission

In submitting abstracts/manuscripts to professional conferences/journals, students are expected and encouraged to seek feedback, advice and counsel from one or more relevant faculty members. Your regular advisor, the advisor for the project, other experts in the subject matter, and faculty who regularly attend the conference or publish in the journal are all good choices.

It is a natural expectation that faculty members will engage in such activities with students, and students should not feel as if they are imposing on the faculty or that they are somehow less impressive because they receive help from a faculty member. It should be noted that even the most experienced faculty members seek advice and counsel on such matters, and so students are expected to do so as well. Moreover, it is in the interest of everyone in the department that presentations and articles that are associated with the Department of Linguistics at UHM are of the highest caliber; our reputation depends on it.

It is recommended that students discuss the abstract/manuscript with the relevant faculty member(s) early on in the process and work out a reasonable timetable to receive feedback. Many faculty members already have an established policy on what abstracts, manuscripts or slides must be submitted in order to receive feedback. This will require coordination with other authors since all authors must approve of an abstract or manuscript before it is submitted to any venue.

Time Allowed for Doctoral Degree Completion

The expected time to degree is five years, with the final year dedicated to writing and defending the dissertation. Any student who does not show adequate progress towards completion of the degree, at any stage of the degree, may be placed on probation or dismissed from the program.

Graduate Division sets limits to the time to degree (<http://manoa.hawaii.edu/graduate/content/time-allowed-completion-degree>), which are considerably longer than what the Department allows (see 'Probation' above). Students must follow the expectations of the Department (paragraph above), and not those of Graduate Division. Nonetheless, should a student run afoul of Graduate Division's limits, they may be placed on probation or dismissed without the department being consulted.

Language Requirement

All graduate students must demonstrate competence in ***one*** language other than their native language before you become ABD (before your dissertation proposal defense).

You can demonstrate your language knowledge in one of three ways:

1. Pass a reading/translation test.
2. Pass a fourth semester language course (e.g., Japanese 202) with a grade of at least B. Courses taken at another university, if you provide transcripts, can fulfill this requirement.
3. Take a placement test to demonstrate comparable knowledge.

Additional Information

- You may use English to satisfy the language requirement if it is not your native tongue; certification by the English Language Institute that you are exempt from ELI courses suffices to establish knowledge of English for this purpose. See the department secretary if you qualify to use English to meet your language requirement.
- Samples of the reading/translation tests administered by the Department of Linguistics are available to check-out from the department office.
- For French, German, Russian and Spanish, students may opt for the Graduate School Foreign Language Tests (GSFLT), provided they pay the exam fee.
- Placement tests in languages taught at the University of Hawai'i are usually scheduled just prior to the beginning of the semester. Consult the relevant language department for information.

Faculty Availability for Scheduling Meetings, Examinations and Defenses

Faculty members are for the most part working on nine-month appointments, with their on-duty period beginning on Monday of the week before the beginning of classes in August and ending on the date of the May commencement ceremonies. For that reason, working paper defenses, oral comprehensive exams, proposal and prospectus defenses, dissertation defenses, and other committee meetings must be scheduled on work days inside the on-duty period.

IMPORTANT: It is recommended that you send courtesy reminders to your committee members in the days leading up to your defense.

Step 1 - Coursework

All students in the PhD program are required to complete a minimum of 33 credit hours of course work at the University of Hawaii beyond courses counted towards the MA degree. This course work must include LING 621 ('Phonology'), LING 622 ('Grammar'), and two Methods courses.

A student may be exempted from a 600-level course such as LING 621 and 622 with instructor approval. Such exemptions are granted only when it is clear that the student has taken a closely-overlapping course at another institution, and that the student still maintains control over the relevant material. In such cases, the student's 33 credit requirement is reduced by 3 credits (per exempted course).

Students interested in experimental research are strongly advised to take one or more courses in statistical analysis (e.g. LING 640G: Statistics in Linguistics, EDEP 429, SLS 490, SLS 671).

LING 750G Professional Development (ICLDC Prep Course) may be taken multiple times, but will only be counted once towards a degree: (i) the course will count for a maximum of 3 credits towards the PhD 33 credit requirement, and (ii) if it is used to satisfy an MA degree requirement, subsequent LING 750G courses may not be used towards the PhD degree.

Students who have not already taken or received a course exemption for the following 'core' courses must take these courses *in addition to* the 33 credit hours of course work required of PhD students.

LING 410 Articulatory Phonetics

LING 420 Morphology

LING 421 Introduction to Phonological Analysis

LING 422 Introduction to Grammatical Analysis

LING 645 The Comparative Method

At the discretion of the department faculty or your advisor, you may be required to take additional writing courses. A description of adequate writing skills and a list of courses and their descriptions can be found under the Adequate Writing Skills section of this document. This information is also available to download from our department website at

<http://www.ling.hawaii.edu/graduate/pdfs/WritingCourses.pdf>.

1.1 Areas of Specialization and the 'Breadth' Requirement

In order to ensure that our graduates have sufficient breadth of knowledge, the department requires that each student have multiple areas of specialization. Within the 33 credit hours of course work, students must take at least three graduate-level courses in each of two distinct areas of linguistics. In addition, students are strongly encouraged to gain expertise in a third area of linguistics for the purpose of employment and further research opportunities.

Various areas of linguistics are suitable, including one language area. Two-semester courses sequences will count as two courses. Graduate-level courses taken as an undergraduate or as an MA student and courses taken at other universities may count as part of a focus area, with approval from both the student's advisor and the Graduate Chair. Some 400-level courses may count as part of a focus area, with advisor approval. A maximum of three credits per area may be taken as 699, if the student requests and receives approval by the Graduate Chair in writing. At least two of the three classes in each focus area must be taken for a letter grade, with a minimum grade requirement of A-. If your third class is taken as credit/no credit, you must receive a grade of CR; if your third class is taken for a letter grade, you must receive a grade of C or better; you cannot audit this third course.

The areas must be approved by your advisor. The advisor (in consultation with the Graduate Chair if necessary), will work to ensure that each area represents a coherent set of courses, and that the areas are sufficiently different and non-overlapping to satisfy the breadth requirement. You will need to consult early with your advisor regarding the suitability of the areas of courses you plan on.

There will be courses that may be counted in one area or another, but no course can be counted more than once. Students should consult the instructor, their advisor, and the Graduate Chair about the area assignment of any course whose status is not obvious.

Step 2 - Qualifying Papers Requirement

You must prepare two clearly and professionally written, single-authored, Qualifying Papers (QPs) in accordance with the procedures below. Successful QPs are those which are determined by the committee to be of high enough quality to be submitted to a professional publication. Students are urged to start writing QPs while still completing coursework. Please don't wait until you have completed all your courses.

2.1 Qualifying Paper 1 Steps

2.1.1 Forming the QP committee

- A QP committee has three members: A Chair, Reader 1, and Reader 2. No member of a student's QP1 committee can serve on that student's QP2 committee. Any faculty member who appears on the department's list of regular and cooperating faculty may be asked to Chair a QP committee.
- When a student is ready to form the QP1 committee, the student will seek consent from the desired Chair, and they will discuss both the topic of the QP and a target publication venue. The QP will be developed with this target venue in mind with regard to content and formatting.
- Once the Chair has agreed to serve, the student will contact the Graduate Chair to request the formation of the committee. The student must provide to the Graduate Chair:
 - The name of the Chair
 - The tentative title of the QP
 - The target publication
 - The Chair of QP2 (if known)
- The Readers are selected by the Graduate Chair. The student can request that a particular member of the faculty *not* be chosen as a Reader for QP1 so that that person can serve as the Chair of QP2.
- The Graduate Chair will assign the Readers and inform the student and committee so that the student can schedule the Consultation (see Step 2 below).
- The roles of the two Readers differ. Reader 1 will participate in the entire QP procedure as outlined below. Reader 2 will participate in the Consultation, but will only read the paper in cases of a disagreement where the QP is 'Rejected' by one member of the committee (either the Chair or Reader 1) but not by the other, in Steps 2.1.5 and 2.1.6.

2.1.2 Consultation with the committee

- The Consultation is a scheduled meeting between the student and the full committee to discuss the proposed paper.
- The student and Chair will decide the best procedure for the Consultation meeting, which may be a 20 minute presentation followed by questions, or it may be more informal (e.g., the student and committee discuss an outline of the proposed paper with preliminary results or the planned study).

- A project will pass the Consultation when the committee agrees that the topic and content are feasible for a QP, and that the target publication is appropriate. Projects that pass the Consultation move on to Step 2.1.3.
- If the project fails the Consultation, the student will revise the project and can schedule one more Consultation with the committee. Students are strongly encouraged to schedule a one-on-one meeting with their Readers and/or Chair during the revision process if the project fails the Consultation. If a project fails the second Consultation meeting with the committee, the entire QP immediately fails, and the student will need to start again with a new project*

2.1.3 Development of written Plan of Work

- After the Consultation, the Chair and the student will develop a written Plan of Work, which is to be submitted to the Department Secretary for inclusion in the student's file. The Plan of Work may include, but is not limited to, one or more of the following:
 - A writing schedule or calendar
 - The number of drafts the Chair will review before it is sent to Reader 1 (note that the Chair is not obligated to read drafts more than two times, but may do so at their discretion)
 - An outline of the paper
 - The maximum length for the paper
 - Any other details that the Chair or student wishes to include
- Plan of Work forms can be obtained from the Department office. Adherence to the Plan of Work can later be modified if the Chair and student agree.

2.1.4 Writing and feedback from Chair

- Once the Plan of Work has been submitted to the department secretary, the student will proceed with writing and consulting with the Chair according to the Plan of Work.
- Significant changes incorporating the Chair's comments are expected with each revised draft.
- The Chair will determine when the paper is ready to share with Reader 1. It should be very close to finished, although sharing it with Reader 1 does not constitute "approval" of the QP by the Chair.

2.1.5 Inclusion of Reader 1

- If the paper differs from what was discussed at the Consultation, the student should also submit a document that outlines how the paper differs from the Consultation plan, and why those changes were made.
- The Chair (not the student) sends the paper to Reader 1. At this point the Chair is encouraged to communicate with Reader 1 about the paper as necessary (e.g., a general sense of the quality of the paper, any major issues that arose during the writing of the paper). The student is not included in these communications.
- Reader 1 provides feedback directly to the Chair. Reader 1 sends any comments or suggestions to the Chair and suggests one of the below:

- Approve (accepted by Reader 1 as-is)
- Approve With Minor Revisions (Reader 1 has minor suggestions but doesn't need to see paper again)
- Major revisions needed (Reader 1 wants substantial revisions)
- Reject (Reader 1 determines this paper is unacceptable and unsalvageable)
- Reader 1 can also supply feedback intended for the student, which the Chair will include, unedited, in Step 2.1.6.

2.1.6 Synthesis of feedback to student

- Much like a journal editor, the Chair synthesizes their feedback with that of Reader 1 to make a determination about the QP. The Chair provides feedback to the student in the form of an editorial letter (cc'ing Reader 1), and must select one of the following:
 - Approve
 - Approve With Minor Revisions
 - Revise and Resubmit (If either the Chair or Reader 1 wants major revisions, they will to come to an agreement about which revisions are required for the QP to pass, and whether the final evaluation of the resubmission will be made by the Chair alone, or by both the Chair and the Reader. These decisions will be communicated to the student by the Chair in writing).
 - Reject (the QP immediately fails*)
- In the event that one member of the committee rejects the paper but the other does not, Reader 2 will be asked to read the paper and consult with the committee and the student in order to determine how the QP will be evaluated. Reader 2 can ask for revisions, to be completed according to Step 2.1.7. The decision of Reader 2 is final.

2.1.7 Revisions, and submission of revisions to Chair

- The student will undertake the revisions within a timeframe to be decided by the student and Chair. The student will then resubmit the revised paper to the Chair, along with a letter describing the changes that were made to the paper.
- The Chair then shares the revised paper and the letter with Reader 1 in cases where Reader 1 has agreed to read the revised manuscript.
- Reassessment reiterates Steps 2.1.5 and 2.1.6 above. Only one round of revisions is allowed before the QP either passes, fails*, or in the event of a disagreement between the Chair and Reader 1, is given to Reader 2.
- If at any point Reviewer 2 is brought in adjudicate a disagreement, one and only one further round of revisions is allowed.
- If the revised QP is approved, proceed to Step 2.1.8.

2.1.8 Completion of the QP

- The QP is considered complete once the above steps have been completed and the Chair has determined the paper can be approved. The appropriate time to submit the manuscript to the target publication venue should be determined in consultation with the Chair

2.2 QP2 Steps

QP2 is identical to QP1, except the following point which must be completed during Step 2.1.1 (Formation of the committee):

- The QP2 committee must be entirely new—no one who served on the QP1 committee may serve on the QP2 committee.
- When the student requests a QP2 committee, they submit a 200 word (maximum) justification of how QP2 is different from QP1.
 - The area (field of interest) and the methodology of QP2 must be substantially different from the area and methodology of QP1. For example, it would be acceptable to write one QP on child language acquisition and the other on syntactic theory, and it would be acceptable to write one QP on the acquisition of scope and the other on the processing of passives, but it would not be acceptable to write one QP on the acquisition of scope and the other on the processing of scope.
- Before the Consultation meeting is scheduled, the QP2 Committee will decide whether the papers are different enough.

When a student has passed both QPs, this constitutes passing the Comprehensive Exam in accordance with UH Graduate Division policy.

*If at any point a QP fails, this constitutes failing one attempt at the Comprehensive Exam. According to UH Graduate Division policy, students have two chances to pass the Comprehensive Exam. This means the second attempt at the failed QP, and the other QP, will need to proceed without further failures or the student may be dismissed from the program. See <http://www.manoa.hawaii.edu/graduate/content/doctorate>.

Step 3 - The Comprehensive Examination

Successful completion of the two Qualifying Papers (both the oral consultations and the written versions) constitutes successful completion of the Comprehensive Examination.

- You will not be considered to have passed your Comprehensive Examination before you have finished your language requirement and course requirements.
- Many students submit their Qualifying Papers at the end of the final semester of course work or in the following semester.
- If you pass your Qualifying Papers / Comprehensive Examination during your final semester of course work, but you do not complete and pass one or more of the courses required to meet all course requirements, you will not be considered ABD until you have earned credit for that course.

3.1 Master's Degree En Route to Doctorate

A PhD student who successfully completes the comprehensive examination, and does not already have a Master's degree in linguistics, is eligible for this degree.

- Students who wish to take advantage of this option must fill out the appropriate degree application form in the same semester as their comprehensive examination.
- If you pass your comprehensive examination and submit your degree application form to the department office by the end of the twelfth week of the semester, your Master's degree will be awarded that semester.
- If you pass your comprehensive examination and submit your degree application form to the department office after the twelfth week of the semester, your Master's degree will be awarded the next semester.

Step 4 - The Dissertation Proposal and Prospectus

The dissertation proposal is a requirement of Graduate Division, while the dissertation prospectus is a requirement of the Department of Linguistics. You can choose to submit and defend these separately as described below, but the more time-efficient option is to combine the two milestones into one document and defense (see 4.2 "Combining the Dissertation Proposal and Dissertation Prospectus" below).

The dissertation proposal should include:

1. a clear statement of the topic of the dissertation,
2. a clear statement of the research questions to be investigated in the dissertation and why they are worth addressing (including a brief synopsis of the relevant literature),
3. a clear statement of the methodology to be employed for the investigation of those research questions,
4. A data archiving plan (see 'Archiving Fieldwork Data in Dissertations')
5. evidence that permission has been received from the Institutional Review Board (IRB) to carry out research involving human subjects (if called for), and
6. a tentative timetable for completion of the dissertation.

In general, it is expected that a proposal will be from 5 to 10 pages in length (double spaced); once defended and approved by your dissertation committee, your proposal must be submitted to the department and will be available to other students in perpetuity.

When you are preparing your dissertation proposal, it is time to enlist an 'outside member' for your committee. (See 'Forming a Committee', below) Your dissertation proposal must be approved at a defense attended by ALL members of your dissertation committee or their proxies, in accordance with Graduate Division Rules.

Upon successful defense of the dissertation proposal, you are officially 'admitted to candidacy for the PhD degree' and can now be called a 'PhD candidate'.

The *dissertation prospectus* fulfills the function of the former dissertation proposal, numerous examples of which are available from the department office. It should contain a DETAILED discussion of the research questions and research methods (including experiments, if appropriate) that will be pursued in the dissertation, a review of the relevant literature, and results from pilot studies. In general, a dissertation prospectus will be from 30 to 50 pages in length (double spaced); once defended and approved by your dissertation committee, the prospectus must be submitted to the department and will be in the public domain. You are encouraged to examine examples available in the department office.

Your dissertation prospectus must be approved at a defense attended by members of your dissertation committee or their proxies. Because the prospectus is a departmental requirement rather than a Graduate Division requirement, the external member (University

Representative) on your committee need not attend, if this meets with the approval of your committee chair.

4.1 Forming a Committee

Throughout the early years of the program, you should talk to as many faculty members as possible about your interests so that you can decide who would be the best members of your Dissertation Committee. Your committee, and especially your committee chair, will guide you through the preparation of your dissertation. Once you have a general topic in mind for your dissertation, ask faculty members if they are willing to be on your committee, and then let the department office know when you have a committee to propose.

A 'legal' committee must be composed as follows.

- It must contain at least five members. (A committee usually contains no more than six members.) The initial advisory committee will have at least four.
- At least two members must be faculty members in the Department of Linguistics.
- At least one other member should be a 'linguist'—normally either from the Department of Linguistics or from the list of 'Cooperating Faculty' that can be found on the Department's website. (Occasionally, with the permission of the Graduate Chair and the Dean of Graduate Studies, a committee can include a faculty member at another university.)
- The committee chair—the person who has agreed to serve as your principal advisor and dissertation supervisor—must be chosen from the Department of Linguistics or, with the permission of the Graduate Chair, from the list of 'Cooperating Faculty' at the Department's website. (With prior approval, it is possible to have two co-chairs.)
- Only full members of the 'Graduate Faculty' are permitted to chair dissertation committees or serve as University Representative. A list of eligible University Representatives is available on Graduate Division's website (<http://manoa.hawaii.edu/graduate/content/select-committee-member>).
- Your committees must be approved by the Graduate Chair. The Graduate Chair will ask you about your committee member preferences and will advise you on potential members if necessary.
- At least one member must be from a field other than linguistics. The so-called 'outside' member is officially referred to as the University Representative.
- The University Representative's function is to ensure that the department properly follows the procedures mandated by Graduate Division, and that each student is treated fairly. Although a particular faculty member may be listed on the Graduate Division's list of possible University Representatives, the Linguistics Graduate Chair must approve all committee members on a case-by-case basis. One concern is that the University Representative not be too close to linguistics to function as an unbiased 'outsider'.

4.2 Combining the Dissertation Proposal and Dissertation Prospectus

If you wish to bypass the dissertation proposal, and simply submit a dissertation prospectus that meets both sets of requirements, you may do so provided that you receive prior approval from your committee chair. In this case, you must notify the department office so that they can inform Graduate Division that you have satisfied the dissertation proposal requirement and record that you have met the proposal and prospectus requirements.

- Be sure to consult your committee chair about his/her expectations on what s/he expects in your proposal and prospectus.
- Many students have found it helpful to ground the details of their proposal on preliminary research done for a course project, a Working Paper, a seminar project, or other pilot study.
- The department office needs a copy of your IRB human subjects' approval/exemption. Submit this to the department office shortly after your proposal defense because it needs to be submitted with a form to Graduate Division for processing.
- You will then be allowed to register for LING 800. Please note, however, that it takes 10 days after the final, approved version of the dissertation proposal has been submitted for the departmental staff to do the paperwork necessary to permit registration in LING 800. Students are advised that they must leave adequate time between the dissertation proposal defense and the deadline for registration to make any required revisions and to permit the office staff to do the needed paperwork.
- Once your dissertation proposal has been approved by your committee, you must submit an approved copy (with your committee chair's signature on the first page acknowledging that all revisions have been made) to the department office no later than the end of the semester following your proposal defense. This copy will be available to all faculty and PhD students in the Linguistics Department. Your All-But-Dissertation (ABD) Certificate will be given to you after the department receives a copy of your approved proposal.
- Similar to your proposal, a printed copy of your approved dissertation prospectus must also be submitted to the department office no later than the end of the semester following your prospectus defense.

Archiving Fieldwork Data in Dissertations

Students whose dissertations are based on data collected during the course of their own fieldwork are required to properly archive their data in an appropriate language archive in order to ensure the longevity of the data. Students will develop an archiving plan early and will include a description of this plan in the Dissertation Proposal (or combined proposal/prospectus). Data can be archived with Kaipuleohone, the University of Hawaii Digital Language Archive or with another accepted archive (see options at www.delaman.org). For students archiving their data in Kaipuleohone, the archiving plan should be developed in consultation with the current archive directory. All students will be required to submit proof of deposit in writing from the archive director to the committee before the dissertation can be approved.

In addition, each student is required to cite data in the dissertation coming from his or her own archived materials via a persistent identifier URL to the source file in the archive. The exact format of the citation and the level of granularity (e.g., timecode in an audio file; collection of files; dataset; etc.) can be developed in consultation with the dissertation advisor, and should reflect the best practices in the student's linguistic subfield.

Step 5 - The Dissertation

The third and final step of the PhD program involves preparing and defending a **dissertation** that makes a 'significant original contribution to knowledge in the candidate's chosen field' (to quote the *University of Hawai`i at Mānoa Catalog*).

All students must write an acceptable dissertation and pass a final oral examination based on it (the 'dissertation defense').

- Students in this part of the program need only register for one credit of LING 800 (dissertation research) per semester in order to maintain full-time status.
- When writing your dissertation, be sure to consult and follow the Style and Policy Manual for Theses and Dissertations. This manual is available to download from Graduate Division's website:
http://manoa.hawaii.edu/graduate/sites/manoa.hawaii.edu.graduate/files/documents/misc/tdstylepolicy_e.pdf.
- Be sure to consult the University of Hawai`i at Mānoa Catalog and the departmental bulletin boards for deadlines involving graduation dates. You must submit a degree application by the specified deadline and pay the required fee.
- If you are not a particularly accomplished writer or if English is not your native language, it would be wise to seek help in editing and proofreading your dissertation draft before it is submitted to your committee. (Note: Passing the ELI screening exam does not necessarily indicate sufficient proficiency to produce a stylistically acceptable dissertation.)
- If the Chair and/or University Representative cannot be physically present for the defense, he or she must participate by some form of video technology. For your final defense, remote participation must be approved by Graduate Division prior to the defense.
- Your committee chair will let you know when your dissertation draft is nearly ready to distribute to your committee. At this point you and your chair should agree upon a timeline, keeping in mind the following three deadlines.
- Your committee should receive your dissertation at least four weeks prior to your proposed defense date. (Some flexibility in this deadline may be permitted if there is a consensus among the committee members.)
- Your defense must be held at least two weeks prior to Graduate Division's deadline for submission of the final version. Check with the department office for that deadline.
- At least 15 calendar days prior to your defense date, you must submit Graduate Division's form "Final Oral Examination for Doctoral Dissertation Defense", signed by your chair. The department office will deliver this form to Graduate Division. Should the committee determine that the dissertation is not defensible, the defense may be cancelled and a notification will be sent to Graduate Division.

- A PDF version of your pre-defense dissertation must be submitted to the department office at least two weeks before the defense. The title page should contain a clear indication that this is a 'pre-defense draft'.
- You must be registered in one credit of LING 800 in the semester in which you graduate.
- Once all revisions have been made and your committee chair approves your dissertation, ask your chair to notify the department office. You need to pick up Form IV-Dissertation Submission from the department office to submit with your final dissertation to Graduate Division (Student Services). Graduate Division requires two digital copies of your dissertation saved on two CDs (one copy for ProQuest and the second copy for the library). Check with the department office for the deadline for submitting your dissertation to Graduate Division.
- A PDF version of the final approved version of your dissertation must be submitted to the department office. Check with the department office for the deadline for submitting your PDF to the department office.

Adequate Writing Skills

- Criteria for Good Writing
 - The student is able to organize her/his thoughts in a logical and coherent way.
 - The main goal is clearly stated at the beginning and returned to at the end.
 - Claims are clearly stated and explained.
 - There are clear subsections (e.g. introduction, background, data, results, discussion and conclusions).
 - Technical terms are defined appropriately for the intended audience
 - Every generalization is supported by evidence.
 - Adequate and relevant examples are given.
 - Adequate references are given.
 - Concluding statements follow clearly from what has been presented.
 - The document has been spell-checked.
 - It is written in grammatical English.

- Students' writing skills are discussed in the annual student review.

- A student with weak writing skills, i.e., who is unable, in the judgment of faculty members, to present his/her ideas in writing in a manner that meets the standards of professional journals in the field of study (cf. the criteria for good writing above), will be required to take a writing course from the following list.

List of Writing Courses

Course Number	Course Title	Course Description
English 100	Composition I	Introduction to the rhetorical, conceptual, and stylistic demands of writing at the university level; instruction in composing process, search strategies, and writing from sources.
English 101 +101L	Composition I + Writing Lab	Introduction to the rhetorical, conceptual, and stylistic demands of writing at the university level; instruction in composing process, search strategies, and writing from sources. Supplemental tutorial lab required: intensive individual instruction in writing at the university level.
English 197	Introduction to College Writing	Prepares students to take Composition I.
English 200	Composition II	Further study of rhetorical, conceptual, and stylistic demands of writing; instruction develops the writing and research skills covered in Composition I. Pre: 100, 100A, 101/101L, or ELI 100.
English 308	Technical Writing	Combined lecture/lab preparing students to write about technical subjects for specialists and laypersons. Introduces theory of technical communication and document design and teaches students to make use of relevant technology. A-F only. Pre: 100, 100A, 101/101L or ELI 100.
ELI 073	Writing for Foreign Students	Extensive practice in expository writing. Analysis and use of rhetorical devices. Individual conferences and tutoring as required.
ELI 083	Writing for Foreign Graduate Students	Individual instruction in specific writing problems: term papers, reports, projects. Foreign graduate students only except by permission. Pre: 073 or placement by examination.
ELI 100	Expository Writing: A Guided Approach	Extensive practice in writing expository essays; linguistic devices that make an essay effective.
Outreach	Academic writing	New Intensive Course in English (NICE)

Important Documents for Doctoral Students

Along with this manual, students should also refer to the documents on the following pages to guide them through our doctoral program.

- PhD Advising Record
- Financial Aid Policy
- Guidelines for Working Papers

If you have questions regarding a degree requirement, you should first consult with your advisor. You may also need to consult with the Graduate Chair if there is something that your advisor cannot help you with.

PhD Advising Record

Name: _____ Semester Admitted: _____
 UH ID #: _____ Advisor: _____
 Country: _____ Gender: _____

DEFICIENCY: _____ Semester _____
 LING 320 _____

COURSEWORK

MA Core:

LING 410*, 420*, 421*, 422*, and 645 are required in addition to 33 credit hours.

Credits for these courses do not count towards PhD degree.

*Exemption by exam is offered for LING 410, 420, 421, and 422.

	Semester
LING 410*	_____
LING 420*	_____
LING 421*	_____
LING 422*	_____
LING 645	_____

Courses towards PhD (33 credits)

Required Courses	Semester
LING 621	_____
LING 622	_____
Methods Course 1** (____)	_____
Methods Course 2** (____)	_____

**Approved Methods Courses:
 LING 630-Field Methods
 LING 632-Laboratory Research
 LING 730: Advanced Laboratory Research
 LING 750F-Phonetic Fieldwork on Endangered Languages
 LING 750Q-Methods in Language Acquisition
 LING 750Y-Eye tracking

**Note: Effective Fall 2014, LDC students are required to take the two-semester sequence of LING 630

Three courses in two distinct areas.

One course may be audited (Audited courses *DO NOT* count towards credit requirement).

AREA #1- _____

Course	Course Title	Semester
_____	_____	_____
_____	_____	_____
_____	_____	_____

AREA #2- _____

Course	Course Title	Semester
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Courses Counted towards PhD:

Course	Course Title	Semester
_____	_____	_____
_____	_____	_____
_____	_____	_____

LANGUAGE REQUIREMENT

Language: _____ Semester passed: _____

QUALIFYING PAPER #1

Committee: _____ Title of Paper: _____
Member 1 (Chair): _____
Member 2: _____ Approved by Qualifying Paper Committee (date): _____
Member 3: _____ Approved by Qualifying Paper Editor (date): _____
Analysis Defense (semester passed): _____ Volume/Issue/Date: _____
Attempt #1 (date): _____ Acceptable Publication: _____
Attempt #2 (date): _____ (Two attempts allowed)

QUALIFYING PAPER #2

Committee: _____ Title of Paper: _____
Member 1 (Chair): _____
Member 2: _____ Approved by Qualifying Paper Committee (date): _____
Member 3: _____ Approved by Qualifying Paper Editor (date): _____
Analysis Defense (semester passed): _____ Volume/Issue/Date: _____
Attempt #1 (date): _____ Acceptable Publication: _____
Attempt #2 (date): _____ (Two attempts allowed)

DISSERTATION COMMITTEE

Chair: _____
University Rep (UR): _____ UR Department: _____
Member: _____
Member: _____
Member: _____

DISSERTATION PROPOSAL

Proposal Defense Date: _____
Approved Proposal Received Date: _____
Title of Proposal: _____
Form I Delivered: _____
Form II Delivered: _____
IRB Approval/Exemption Received: _____
Permission to Register for LING 800: _____

FINAL DISSERTATION

GD Announcement Sent: _____
Date/Time of Final Defense: _____ Room: _____
Title: _____
Form III Delivered: _____
Congratulatory letter and request for Dept copy: _____
Date Dept Copy Received: _____
Final Title of Dissertation: _____

DISSERTATION PROSPECTUS

Prospectus Defense Date: _____
Approved Prospectus Received Date: _____

Financial Aid

The department's current financial aid policy can be downloaded from the department's website. The link can be found under the Degree Programs menu then Funding sub-menu. Link:
<http://ling.hawaii.edu/wp-content/uploads/financial-aid.pdf>

Publishing in the UH Working Papers in Linguistics

If you wish to publish your work in the UH Working Papers in Linguistics series, please be sure to read the submissions guidelines carefully; they can be downloaded from the department's website: <http://ling.hawaii.edu/research-current/publications/workingpapers/>. Click on the "guidelines" link near the top of the page.

Important Note from the Editor:

The editor will not accept qualifying papers unless the proper styles are used (for headings, bibliographic references, spacing, page numbers, etc). Refer to the section entitled "6. Examples of styles". There you will find specifications and examples of various styles. Copy this file onto your paper so that at least the names of the styles will appear in the list at the left of the tool bar. If the individual styles are not properly formatted, make the changes under "Format" and then "Styles and Formatting."